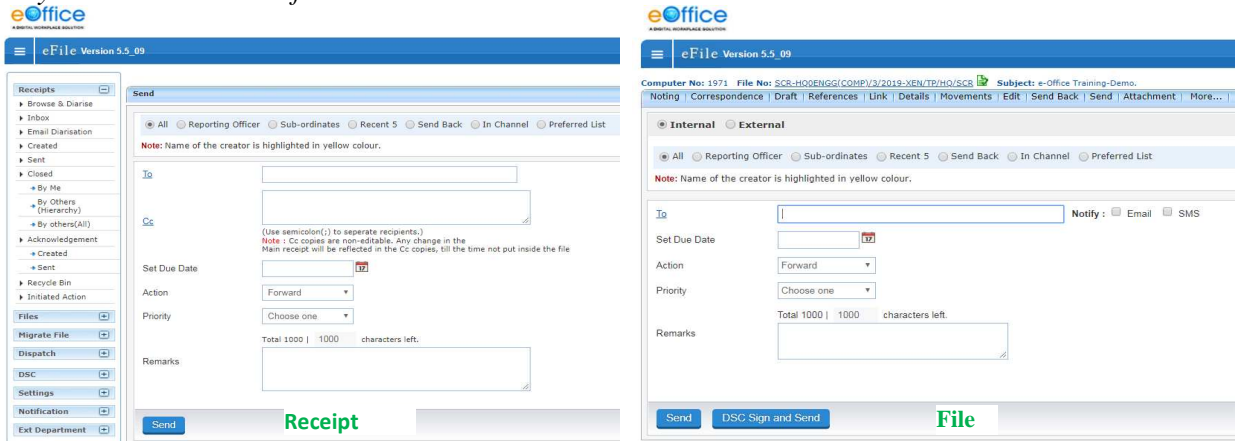


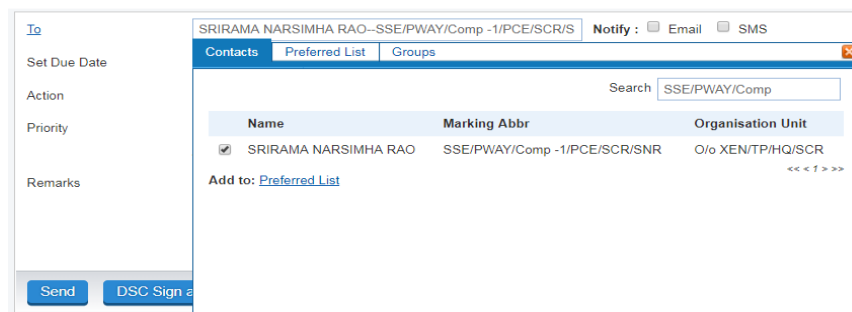
## How to make Preferred List in e-Office:

1. Login with your personal credential in scr.eoffice.railnet.gov.in
2. Click on “File Management System”.
3. Click on “Receipt” or File”.
4. Open any one “Receipt” or File”.
5. Click on “Send”

If you click “Send” under file section, a pop-up “This file has blank note. Do you want to send this file?” will show. Click “Ok”.



6. There is “To” and “Cc” option in ‘Receipt’ Section and only “To” option in ‘File’ section (See above figure). Click on one of the three options.
7. Click on “Contacts”. Search the contact (By Name or Designation or Post) you want to add to the preferred list. Tick the box and Click on ‘Add to: Preferred List’. (See the figure below)



8. You will be able to see them by clicking on the “Preferred List”. (See the figure below)



9. You can remove any contact from your “Preferred List”. For removing, tick to the box of particular user and click on “Preferred List” under “Remove from: Preferred List.”